

PROJECT MINUTES

Project: W. Edward Balmer Elementary School Feasibility Study
 Prepared by: Joel Seeley
 Re: School Building Committee Meeting
 Location: High School Health Conference Room
 Distribution: School Building Committee Members, Attendees (MF)

Project No.: 17020
 Meeting Date: 3/20/2017
 Meeting No: 2
 Time: 6:30pm

Attendees:

PRESENT	NAME	AFFILIATION	VOTING MEMBER
✓	Joseph Strazzulla	Chairman, School Building Committee	Voting Member
✓	Melissa Walker	School Business Manager	Voting Member
✓	James Marzec	Chairman, Board of Selectmen	Voting Member
✓	Michael LeBrasseur	Member, School Committee	Voting Member
✓	Paul Bedigian	Representative of the Building, Planning, Construction Committee	Voting Member
	Steven Gogolinski	Representative of the Finance Committee	Voting Member
	Jeffrey Tubbs	Community Member with building design and/or construction experience	Voting Member
✓	Peter L'Hommedieu	Community Member with building design and/or construction experience	Voting Member
✓	Jeff Lundquist	Community Member with building design and/or construction experience	Voting Member
✓	Andrew Chagnon	Community Member with building design and/or construction experience	Voting Member
	Spencer Pollock	Parent Representative	Voting Member
✓	Theodore Kozak	Town Manager	Non-Voting Member
✓	Dr. Catherine Stickney	Superintendent of Schools	Non-Voting Member
		Building Maintenance Local Official	Non-Voting Member
✓	Karlene Ross	Principal, W. Edward Balmer Elementary School	Non-Voting Member
✓	Jill Healy	Principal, Northbridge Elementary School	Non-Voting Member
✓	Kathleen Perry	Director of Pupil Personnel Services	Non-Voting Member
✓	Joel Seeley	SMMA, OPM	Non-Voting Member

NORTHBRIDGE TOWN CLERK
DOREEN A. CEBRONE

18 JUN 14 AM 10:46

RECEIVED

Item #	Action	Discussion
2.1	Record	Call to Order, 6:30 PM, meeting opened.
2.2	Record	<p>A motion was made by M. LeBrasseur and seconded by A. Chagnon to approve the 3/7/2017 School Building Committee meeting minutes as amended as follows:</p> <p>Change wording of paragraph 1.3 to:</p> <p>Change wording of Action Item III A to reflect the Selection Subcommittee is authorized to make the final selection of the OPM and recommend to the MSBA their decision and that C. Stickney is member of the Selection Subcommittee.</p> <p>Motion passed unanimous by those attending.</p>
2.3	Record	<p>J. Seeley reviewed the designer selection process.</p> <p>A motion was made by A. Chagnon and seconded by P. Bedigian to appoint J. Strazzulla, J. Marzec and C. Stickney as the three SBC members to sit on the MSBA Designer Selection Panel (DSP) with M. LeBrasseur, T. Kozak and M. Walker as alternates. Motion passed unanimous by those attending.</p> <p>A motion was made by J. Lundquist and seconded by M. LeBrasseur to appoint J. Strazzulla, J. Marzec, C. Stickney, M. Walker, A. Chagnon, K. Ross and P. L'Hommedieu to the Designer Proposal Review Subcommittee. Motion passed unanimous by those attending.</p>
2.4	J. Seeley	<p>The Designer Proposal Review Subcommittee reviewed the draft Designer RFS. J. Seeley to edit to incorporate the following comments:</p> <ol style="list-style-type: none"> 1. Correct Northbridge Public Schools on page 1 2. Correct sentence space in 4th paragraph on page 2 3. Update Northbridge as a Green Community in 4th paragraph on page 3 4. Add semi-colon in three places in 5th paragraph on page 3 5. Correct alternative sites description in 7th paragraph on page 3 6. Correct alternative sites description in 8th paragraph on page 3 7. Confirm font size in the 4th and 5th paragraphs on page 7 <p>J. Seeley to edit and transmit to M. Walker for forwarding to MSBA for review.</p>
2.5	J. Seeley	<p>The PR subcommittee was discussed. The following members have volunteered to be on the PR subcommittee: C. Stickney, M. LeBrasseur and A. Chagnon. J. Seeley to add a PR Subcommittee agenda item to each SBC meeting agenda.</p>
2.6	Record	<p>J. Seeley distributed and reviewed the SBC Project Page on the NPS Website, attached. SMMA to populate.</p>
2.7	J. Seeley	<p>J. Seeley distributed and reviewed a draft press release on the selection of the OPM, attached. J. Seeley to edit to incorporate the following comments:</p> <ol style="list-style-type: none"> 1. Edit the 4th sentence to emphasize the Committee has no preconceived solutions and that they will investigate renovation, renovation and addition, and new construction options for two grade configuration options. The two grade configuration options to be studied are consolidating preschool through grade 5 on one campus and keeping grades 2-4 at the Balmer School with the younger grades at Northbridge Elementary School. 2. Edit the 6th sentence to provide additional emphasis on SMMA's experience.



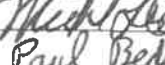
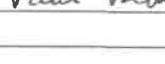


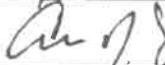

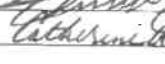
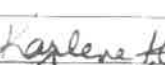
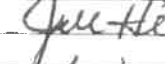


Item #	Action	Discussion
		3. Edit the 7 th sentence to change "retain" to "hire".
2.8	J. Strazzulla	J. Strazzulla distributed and reviewed a listing of Town-owned land, attached, for review and discussion. J. Strazzulla to meet with the Town Planner to develop a spread sheet to include the following characteristics for each of the sites for Committee review: <ol style="list-style-type: none"> 1. Lot Size 2. Sites Grades 3. Water and Sewer Availability 4. Electric Availability 5. Environmental and Wetlands 6. Soils Makeup 7. Vehicular Access 8. Bussing Impact 9. Easements 10. Student Walker Safety 11. Traffic Congestion 12. Parkland
2.9	J. Strazzulla	J. Strazzulla distributed and reviewed a copy of the assessor's map of the properties adjacent to the High School property, attached. J. Strazzulla to meet with the Town Planner to develop a listing of privately owned land that are a minimum of 15 to 20 acres, also including the same review of characteristics noted in 2.8 above for Committee review.
2.10	J. Seeley	J. Seeley distributed and reviewed a draft Meetings and Agenda Schedule for the Pre-Designer Selection Phase, attached. J. Seeley to edit to incorporate the following comments: <ol style="list-style-type: none"> 1. Change April 24 SBC meeting to May 1 2. Change May 22 Designer Proposal Review meeting to May 15 at 5:30 pm 3. Change May 29 SBC meeting to May 30
2.11	Record	Next SBC Meeting: May 1, 2017 at 6:30 pm at the High School Health Conference Room.
2.12	Record	Next Designer Proposal Review Meeting: May 15, 2017 at 5:30 pm at the High School Health Conference Room.
2.13	Record	A Motion was made by J. Marzec and seconded by M. LeBrasseur to adjourn the meeting. No discussion, voted unanimously.

Attachments: Agenda, SBC Project Page on the NPS Website, OPM Selection Draft Press Release, Listing of Town-Owned Land, Assessor's Map of the properties adjacent to the High School, Draft Meetings and Agenda Schedule for the Pre-Designer Selection Phase

The information herein reflects the understanding reached. Please contact the author if you have any questions or are not in agreement with these Project Minutes

PROJECT MEETING SIGN-IN SHEET

Project: W. Edward Balmer Elementary School Feasibility Study Project No.: 17020
 Prepared by: Joel Seeley Meeting Date: 3/20/2017
 Re: School Building Committee Meeting Meeting No: 2
 Location: High School Health Conference Room Time: 6:30pm
 427 Linwood Avenue, Whitinsville, MA
 Distribution: Attendees, (MF)

SIGNATURE	ATTENDEES	EMAIL	AFFILIATION
	Joseph Strazzulla	jstrazzulla@nps.org	Chairman, School Building Committee
	Melissa Walker	mwalker@nps.org	School Business Manager, MCPPO
	James Marzec	james.r.marzec@gmail.com	Chairman, Board of Selectmen, CEO
	Michael LeBrasseur	mlebrasseur@nps.org	Member, School Committee
	Paul Bedigian	bedigianps@cdmsmith.com	Representative of the Building, Planning, Construction Committee
	Steven Gogolinski	steve@gogolinskipa.com	Representative of the Finance Committee
	Jeffrey Tubbs	jtubbs@charter.net	Member of community with architecture, engineering and/or construction experience
	Peter L'Hommedieu	PLHommedieu@shawmut.com	Member of community with architecture, engineering and/or construction experience
	Jeff Lundquist	jlundquist@therichmondgroup.com	Member of community with architecture, engineering and/or construction experience
	Andrew Chagnon	achagnon@parecorp.com	Member of community with architecture, engineering and/or construction experience
	Spencer Pollock	spencerpollock22@gmail.com	Parent Representative
	Thomas Kozak	tkozak@northbridgema.org	Town Manager
	Dr. Catherine Stickney	cstickney@nps.org	Superintendent of Schools, NPS
			Building Maintenance Local Official
	Karlene Ross	kross@nps.org	Principal, W. Edward Balmer Elementary School
	Jill Healy	jhealy@nps.org	Principal, Northbridge Elementary School
	Kathleen Perry	kperry@nps.org	Director of Pupil Personnel Services
	Joel Seeley	jseeley@smma.com	SMMA

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SYMME MAINI & McKEE ASSOCIATES

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AGENDA

Project:	W. Edward Balmer Elementary School Feasibility Study	Project No.:	17020
Re:	School Building Committee Meeting	Meeting Date:	3/20/2017
Meeting Location:	High School Health Conference Room 427 Linwood Avenue, Whitinsville, MA		
Prepared by:	Joel Seeley	Meeting Time:	6:30 PM
Distribution:	Committee Members (MF)	Meeting No.	2

1. Call to Order
2. Approval of Minutes
3. Approval of Invoices and Commitments
4. Discuss Designer Proposal Review and MSBA DSP Representation
5. Discuss Project Promotion
 - PR Subcommittee
 - Project Webpage
 - OPM Press Release
6. Alternative Sites Review
7. Next Three Months Meetings Schedule
8. Public Comments
9. Next Meeting
10. Adjourn

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